

Pay Pool Administrator Advisory

2012-12

Issue Date: December 3, 2012

Topic: Finalizing Pay Pool Results in CAS2Net

Discussion: Pay Pool Administrators will have the ability to finalize results in CAS2Net beginning 4 Dec 2012. When you are certain that all scores and pay adjustments in the CCAS Spreadsheet are correct and final, you must confirm that your data is final in CAS2Net by selecting the appropriate options when you upload your data. This will inform SRA that you are finished.

Action: No later than close of business on Monday, 7 January 2013, complete a roundtrip by exporting a file from your most current (final) spreadsheet and uploading it to CAS2Net. Use the Validate button on the Data tab within the CCAS spreadsheet to check for any internal problems prior to export. If your upload to CAS2Net is error-free, then you will have two options to indicate this upload is your final.

- 1) Check the box next to "Confirm if Final Upload" after a successful upload and click Return.
- 2) If you do not check the box and Return, the other option is to click on the "Certify Final Upload" button on the main screen of the Offline Interface. (The current comment "Final certification is disabled" will be replaced with the finalization button.)

If you need to make changes, click the de-certify button on the Offline Interface main screen and you will be able to repeat the certify process with a new export file. Complete the final upload process by 7 January.

Note: The Closeout Checklist for Pay Pool Administrators 2012 is posted in Pay Pool Notices. The checklist highlights fields to review in CAS2Net to ensure accurate personnel data and items to check on the CMS spreadsheet prior to confirming the final upload.